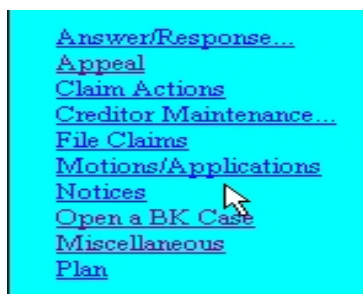
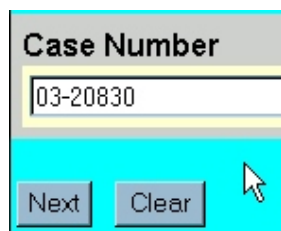

Motion to Delay Discharge of Case

STEP 1 Click on the **Bankruptcy** hyperlink on the **Main Menu** then click on **Motions / Applications**.

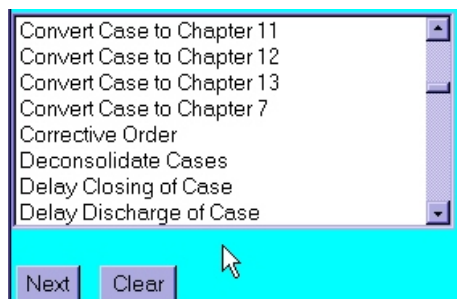


STEP 2 The **Case Number** entry screen displays.



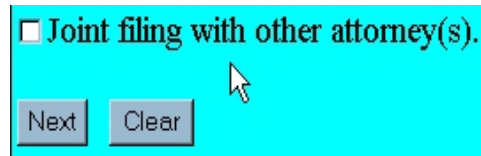
- ◆ **Case Number** - enter a case number in YY-NNNNN format
- ◆ Click on the **Next** button.

STEP 3 The **select the type of motion/application** screen displays.



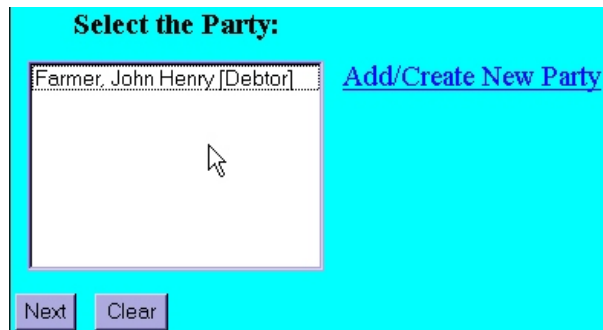
- ◆ Using the up and down arrows to the right of the box, scroll through the options to highlight the type of document being filed (**Delay Discharge of Case**).
- ◆ Click on the **Next** button.

STEP 4 The **Joint filing with other attorney(s)** prompt displays.



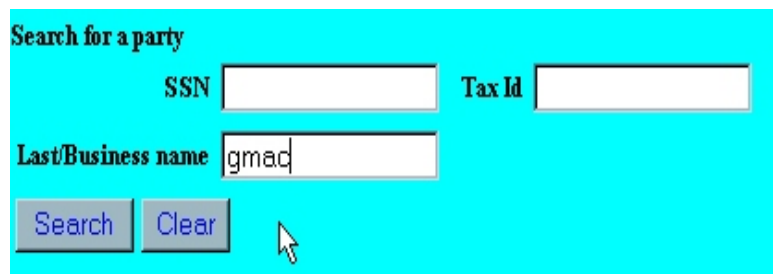
- ◆ Click in the **Joint filing with other attorney(s)** box if filing jointly with another attorney to add any additional attorneys.
- ◆ Click on the **Next** button.

STEP 5 The **Select the Party** screen displays.



- ◆ If name of party appears, click on the name, click on the **Next** button and go to **Step 10**.
- ◆ If name does not appear, click on **Add/Create New Party**.

STEP 6 The **Search for a party** screen displays.



- ◆ **Last/Business name:** Enter at least one character of party's last name or business name, using upper or lower case characters (is not case-sensitive). Do not search using SSN (Social Security Number), Tax Id number.
- ◆ Click on the **Search** button.

STEP 7 The **Party search results** screen displays.

Search for a party

SSN Tax Id

Last/Business name

Party search results

- GMAC,
- GMAC,
- GMAC,
- GMAC,
- GMAC,
- GMAC,

Person Address - Microsoft Internet Explorer

GMAC
PO BOX 53014
CHARLOTTE, NC 28253-3014
USA

- ◆ If the party's name appears, click on it so that it becomes highlighted, verify address from pop-up screen that appears, then click on the **Select name from list** button.
- ◆ If party's name is not found, click **Create new party** button and go to **Step 9**.

STEP 8 The **Party Information** screen displays.

Party Information

Last name First name

Middle name Generation Title

SSN Tax ID

Office Address 1

Address 2 Address 3

City State Zip

County Country

Phone Fax

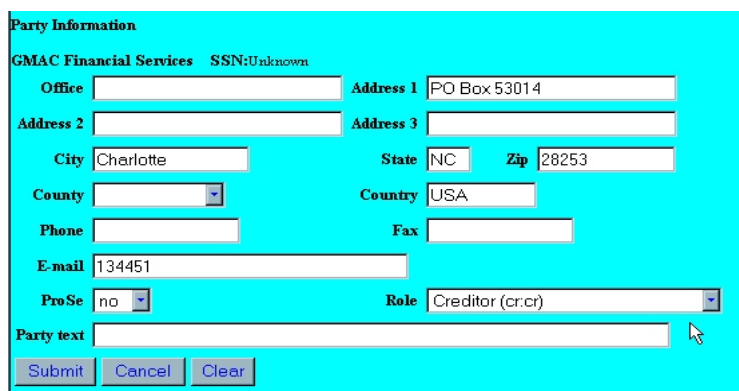
E-mail

Pro Se Role

Party text

- ◆ Modify and/or verify information, if applicable. It is not necessary to add an address, as notices will go to the attorney representing that party.
- ◆ **Role** - click on drop down box and select appropriate party role (e.g. Creditor (cr:cr)).
- ◆ **Party Text** - add additional information such as '*A West Virginia Corporation*' in the box provided.
- ◆ Click on **Submit** to continue and proceed to **Step 10**.

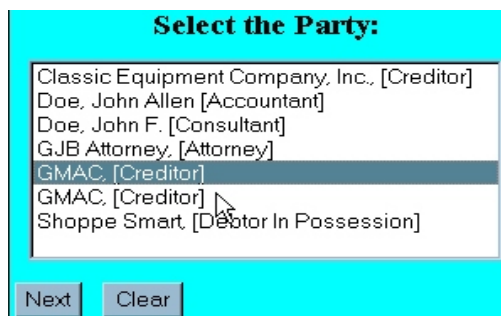
STEP 9 If you selected **Create New Party** from the **Select the Party** screen, a new **Party Information** screen displays.



The screenshot shows the 'Party Information' form. At the top, it says 'GMAC Financial Services SSN:Unknown'. The form has several fields: 'Office' (text box), 'Address 1' (text box with 'PO Box 53014'), 'Address 2' (text box), 'Address 3' (text box), 'City' (text box with 'Charlotte'), 'State' (text box with 'NC'), 'Zip' (text box with '28253'), 'County' (dropdown menu), 'Country' (text box with 'USA'), 'Phone' (text box), 'Fax' (text box), 'E-mail' (text box with '134451'), 'ProSe' (dropdown menu with 'no'), and 'Role' (dropdown menu with 'Creditor (cr:cr)'). There is also a 'Party text' text box. At the bottom are three buttons: 'Submit', 'Cancel', and 'Clear'.

- ◆ Enter the party information in appropriate fields. It is not necessary to add an address, as notices will go to the attorney representing the party. Use the **Last name** field for last name or full business name. Press the [**Tab**] key to advance to the **First name** field and enter first name.
- ◆ **Role** - click on the arrow in the box to the right and select the new person's role (e.g. Creditor (cr:cr)).
- ◆ Click on **Submit** to continue.

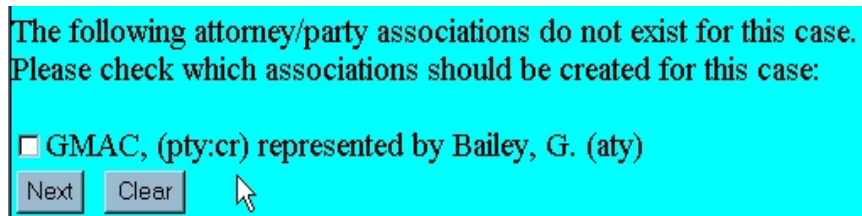
STEP 10 The **Select the Party:** screen displays.



The screenshot shows the 'Select the Party:' screen. It has a list of party names and roles: 'Classic Equipment Company, Inc., [Creditor]', 'Doe, John Allen [Accountant]', 'Doe, John F. [Consultant]', 'GJB Attorney, [Attorney]', 'GMAC, [Creditor]', 'GMAC, [Creditor]', and 'Shopee Smart, [Debtor In Possession]'. The 'GMAC, [Creditor]' entry is highlighted. At the bottom are two buttons: 'Next' and 'Clear'.

- ◆ Click on the filing party.
- ◆ Click on the **Next** button to continue.

STEP 11 If you are filing on behalf of a creditor and the **Association** box appears, check the box to associate you as the attorney for the party selected/added.



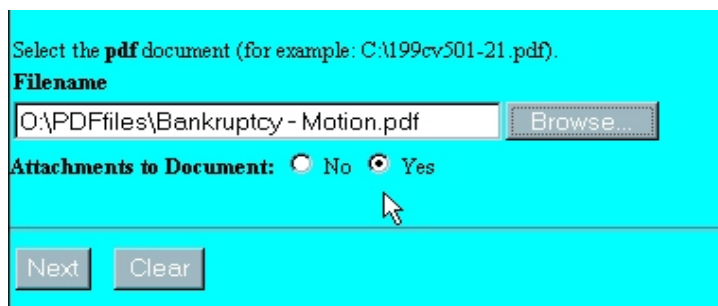
The following attorney/party associations do not exist for this case.
Please check which associations should be created for this case:

☐ GMAC, (pty:cr) represented by Bailey, G. (aty)

Next Clear

- ◆ Click on the **Next** button.

STEP 12 The **Select the pdf document** screen displays.



Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

O:\PDFfiles\Bankruptcy - Motion.pdf Browse...

Attachments to Document: ☐ No ☒ Yes

Next Clear

- ◆ Type the path and file name in the blank box, or
- ◆ Click on the **Browse** button to navigate to the appropriate directory and file.
- ◆ To attach the **Proposed Order** and other documents, (e.g. an exhibit, appendix):
 - ▶ Click on the 'Yes' radio button
 - ▶ Click on the **Next** button.

STEP 13 The **Select one or more attachments:** screen displays.

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).

Filename

O:\PDFFiles\Bankruptcy - Proposed Order.pdf

2) Select a document type and/or enter a description.

Type	Description
Proposed Order	Granting Motion to Delay Entry of Judgment

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

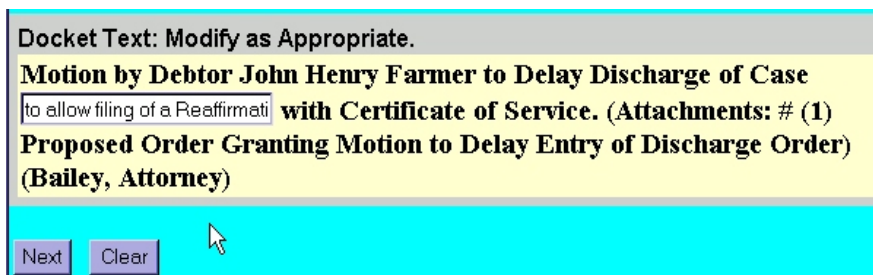
- ◆ Use the **Browse** button to navigate to the location of all necessary files.
- ◆ **Type** - click on the down arrow to select the type of attachment, if listed.
- ◆ **Description** - type in any additional description if needed.
- ◆ **Add to List** - click this button to add selected attachment to list.
- ◆ As documents are added to list, they will appear in the filename list box.

STEP 14 The **Certificate of Service?** screen displays.

With Certificate of Service? y or n: y

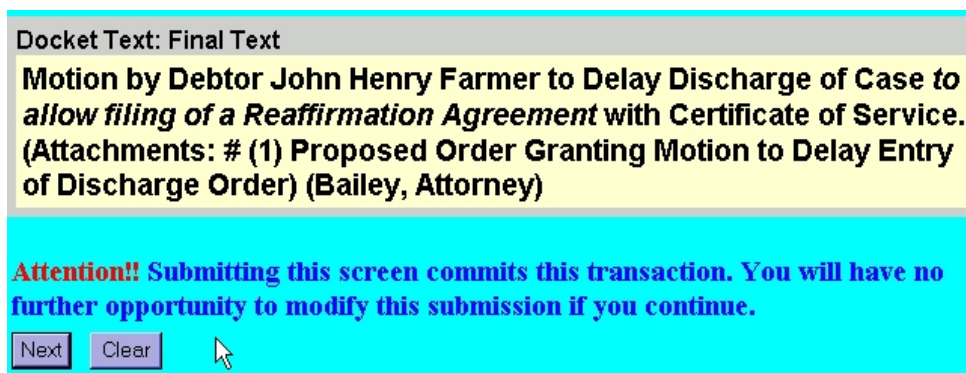
- ◆ Type a lowercase 'y' if your motion contains a Certificate of Service or a lowercase 'n' if you are not filing a Certificate of Service.
- ◆ Click on the **Next** button

STEP 15 A **Docket Text: Modify as Appropriate** screen displays.



- ◆ Add additional text in the box provided if appropriate.
- ◆ Click on the **Next** button.

STEP 16 The **Docket Text: Final Text** screen displays. This is the **LAST** opportunity to verify the accuracy of the information. Submission of this screen is **final**.



- ◆ Verify the final docket text. If correct, click **Next**.
- ◆ If the final docket text is incorrect, you must click on your **Browser's Back** button to correct your entries.
- ◆ To abort or restart the transaction, click on the **Bankruptcy** hyperlink on the *Menu Bar*.

STEP 17 The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt.

Notice of Electronic Filing


The following transaction was received from Bailey, Attorney J. entered on 5/11/2004 at 1:21 PM ED filed on 5/11/2004

Case Name: John Henry Farmer

Case Number: [2:03-bk-20830](#)

Document Number: [6](#)

Docket Text:

Motion by Debtor John Henry Farmer to Delay Discharge of Case *to allow filing of a Reaffirmation Agreement with Certificate of Service.* (Attachments: # (1) Proposed Order Granting Motion to Delay of Discharge Order) (Bailey, Attorney) 

The following document(s) are associated with this transaction:

Document description:Main Document

Original filename:O:\PDF files\Bankruptcy - Motion.pdf

Electronic document Stamp:
[STAMP bkecfStamp_ID=1019576470 [Date=5/11/2004] [FileNumber=13311-0]